



Office of State Publishing

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STD. FORMS REVISION DATE CHANGE POLICY

Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775 mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure accuracy in tracking the most current revision of a Std. Form, the revision date is tracked very closely.

Major changes to a Std. Form or any revision brought forth by the author will require a revision date change.

If an error is found on a Std. Form, the author will be notified and the error will be corrected prior to the next printing. The revision date itself will not be changed, but a lower-case “c” will be placed after the revision date to identify that a correction has been made. For example: First correction – (Rev. 4/2002c). Second correction – (Rev. 4/2002c1).

The FMC, in order to enforce forms identification standards state-wide, reserves the right to modify the information contained in the “State of California” line, department’s name, title, number, and date of any STD. Form. Modification of this information may not be made without the consent of the FMC. The positioning of this information on a form is left to the discretion of the FMC and may be modified by the FMC to fit space limitations.

For more information, reference **State Administrative Manual Sections 1700, 1701, 1715, and 1720** or contact an FMC Forms Consultant at (916) 324-9697 or (916) 323-0311 or by email at FormsManagement@dgs.ca.gov.